

## **Program Specialist**

### **Colorado Department of Higher Education**

#### **Division of Private Occupational Schools**

**POSTING DATE:** October 20, 2021

**CLOSING DATE:** November 2, 2021

**COMPENSATION:** \$48,000/annually

#### **DESCRIPTION OF JOB:**

The Program Specialist's primary responsibility is to provide the day-to-day oversight and administration of approved private occupational schools operating in the State. This includes assessing and monitoring applications for approval; providing technical assistance and outreach; monitoring and ensuring compliance with minimum standards, regulations and rules governing private occupational schools; maintaining school records and data; enforcing compliance with surety requirements prescribed by law for the purpose of student protection. In addition, the Program Specialist assists the Division's Deputy Director and Division Director in the investigation of student complaints; enforcement/compliance related matters; and assists the Director in program/business development toward the accomplishment of Division goals and objectives.

#### **Essential Duties & Responsibilities**

Assess and monitor schools' financial, business and ethical practices including their sites, programs, courses, equipment, various activities, services and/or functions through observation, discussions/interviews, evaluations and/or conferences to ensure compliance with governing laws, rules, regulations, program goals, etc. and to provide feedback concerning each.

Analyze in-state and out-of-state new school and renewal school applications, for compliance with established minimum standards and all provisions of the laws, rules, regulations, policies and processes governing private occupational school's including, but not limited to surety coverage, agent permits, financial statements, school catalog and enrollment contract requirements, educational programs and courses, facilities and equipment, instructional staff, refund policy, advertising and maintenance of school and student records.

Work cooperatively with Board and Division members, respective schools and customers; maintain appropriate objectivity expected of a regulatory position; ensure compliance with statutory requirements by conducting onsite inspections of schools, detecting deficiencies and recommending appropriate corrective measures to the Division Director to resolve potential matters of noncompliance. Documents compliance with minimum standards and prepares summaries, and reports to the Division Director and Board of Private Occupational Schools.

Advises and provides ongoing technical assistance and outreach to schools to ensure comprehension and compliance with minimum standards. Plans, coordinates and conducts periodic workshops and seminars to educate and inform schools of the necessary requirements to maintain compliance. Monitors schools for fraudulent and substandard practices by conducting both scheduled and unannounced site visits, performs periodic audits of required school filings and reporting findings to Division Director.

Serves as a resource to schools to educate and clarify requirements to adequately maintain, store and preserve essential student records according to law. Maintains closed records in accordance to state records retention requirements. Establishes and maintains cooperative partnerships with other State and Federal regulatory agencies and industry-related representatives.

Responds to inquiries in order to provide information concerning agency policies and procedures and laws, rules and regulations governing agency activities. Assists with public record requests in the production of documents, which are the subject of such request.

Performs related duties such as maintaining records, attending meetings, and preparing correspondence. Attend and present information at the Private Occupation School Board meetings.

Reviews and analyzes reports, memoranda, etc. for accuracy, completeness and content utilizing Microsoft Excel and other organizational and demonstrative tools to organize information, prepare charts, etc. and to take appropriate action to resolve problems.

## **REQUIRED QUALIFICATIONS:**

### **Education**

- Bachelor's degree (A combination of professional work experience in governmental regulation, occupational licensing, administrative law or related field, may be substituted on a year-for-year basis for the bachelor's degree.)

### **Competencies**

- Excellent oral, written, and interpersonal communication skills are essential. Must communicate effectively with Division members, Board members, schools, customers, and other persons related to Division activities and oversight.
- Proficient in Microsoft Word, Excel, and PowerPoint.

## **PREFERRED QUALIFICATIONS:**

- Two years of related work experience in Higher Education policy development, governmental regulation, occupational licensing, administrative law, or related field.
- Strong organizational skills are necessary, with proven ability to plan and execute Division's mission and accomplish program objectives.
- Resourceful, reform-oriented and able to take initiative in a changing environment; anticipate needs and keep team members informed of problems and issues affecting the schools, public and Division.

*As a condition of employment, effective September 20, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or submit to twice weekly serial testing. This offer is therefore contingent upon your attesting to your vaccination status with proof of vaccination within three (3) business days of first day of work, or participating in twice-weekly serial testing for COVID-19. Testing will take place in-person and will be considered paid work time. Be advised that "fully vaccinated" means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the State of Colorado's Public Health Order and guidance issued by the Colorado Department of Public Health & Environment*

## **Benefits:**

- The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department.
- Disability insurance is provided at no cost to the employee.
- Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 10 paid holidays in a calendar year.
- Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

## **APPLICATION PROCEDURES:**

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

[HR@dhe.state.co.us](mailto:HR@dhe.state.co.us)

Or:

Colorado Department of Higher Education  
Attention: Human Resources  
1600 Broadway, Suite 2200  
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

**Application Deadline:** Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at [HR@dhe.state.co.us](mailto:HR@dhe.state.co.us) or call 720.264.8575.